

Minutes of the Suffield Permanent Building Commission

Thursday July 31, 2014

PBC Members Present

Joe Sangiovanni, Chairman
Bill Gozzo, member

Kevin Goff, member
Cathie Ellithorpe, member

Glen Neilson, member

Also Present

John Cloonan, Public Works
Director
Julie Oakes, Facilities Manager

Patrick McMahon, Economic
Development
Mel Chafetz, Kent Library
Commission

Jackie Hemond, Library Director
John Ireland, Silver Petrucelli
Ken Sgorbati, Silver Petrucelli
Marco Tommasini, Tecton

Call to order The meeting was called to order at 7:03 p.m.

Public Comment Mr. Chafetz was in contact with the library donor regarding the deadline for the start of construction. Mr. Chafetz sent an email to Ms. Hemond and Mr. McMahon detailing the donor's request to have his name in channel letters above the new entrance. Chairman Sangiovanni stated that it could easily be done afterwards and not made a part of the RFP.

Correspondence None

Review of July 10 and July 17, 2014 Minutes

- Mr. Goff made a motion to approve the minutes of the 7/10/14 meeting with spelling changes and to approve the minutes of 7/17/14 as is. Ms. Ellithorpe seconded, all in favor, motion passed unanimously.

Kent Memorial Library ADA addition and HVAC Project

- Chairman Sangiovanni stated that the main purpose of this meeting was to pull together the RFP for both library projects.
- Mr. McMahon relayed his conversation with Laura Mancuso of SHPO stating that in her opinion, it appears that the window plans she received do not meet the Secretary of the Interior's standards for historic preservation.
- Mr. Ireland added that he also spoke with Ms. Mancuso and has sent her a PDF showing what was approved by the Suffield Historic District Commission. He explained how the window project was not a 1 for 1 replacement, but it is meant to replicate the original design. There is less than a 1 inch difference between the two channel sizes and the light transmission is comparable. The new windows also energy efficient and provide structural support, which the old glass did not do.
- Mr. McMahon will send Ms. Mancuso an email to set up a meeting with Mr. Ireland, Mr. Tommasini and himself to answer all her questions next week. The project cannot go out to bid without SHPO's approval.
- Mr. Flanders went over his code review of Tecton's ADA project. His primary concern was the need for two exits off the main floor. The temporary exit that is now proposed could be incorporated into a permanent exit. It needs to be drawn up as type 2 construction with a landing. It is not an entrance, only an emergency exit.
- Some other issues that need to be addressed on the ADA plans are: the occupancy in the auditorium; The use of a residential building code; The IBC and the IEBC codes cannot be used interchangeably. The plans need directional exit signs; handrail extensions are needed on the handicap ramps; a detectable mooring is needed on the existing building side too, not just the addition. The sprinkler room door is rated but the wall is not; The elevator closet has to be 1 hour rated inside the room and the door has to be rated. The new stairs don't show a railing return. The 200 pound lateral load should be called out. The push pads need to be a maximum of 30 inches off the finish floor. The west wall modifications need to be looked at where it was boxed out for the sprinkler riser. The book drop needs to be specified, 48" maximum. The skylight is called out to the wrong detail on the plan. Need a cane barrier in front of the drinking fountain. OSHA requires a fall protection on the roof skylight. Need normal emergency lighting and a sign for accessibility. The light switches need to be key operated. Alarm pull stations are required at the exit doors. Glazing is needed on the guard rails.
- Mr. Flanders went over his code review of the Silver Petrucelli renovation plans. The doors for ANSI need to be 10" on bottom, not 8". A note was made that the shop drawings have to be approved by a local authority having jurisdiction, in the fire suppression area.
- Chairman Sangiovanni asked if the outside employee doors could also be replaced. Mr. Ireland agreed.
- Mr. Flanders noted that the main distribution panel lacks a disconnect. It is piped far away from the panel and could cause a problem for firemen. A strobe and alarm need to be visible from the work room. Either move one or add another.
- There was some discussion as to the preferred location for the secondary exit door leading out toward Main Street and the viability of a ramp or stairs. The goal is to make it look as unobtrusive as possible.
- The wording of the RFP was discussed and Ms. Ellithorpe suggested adding the words "and doors", "and sprinkler systems" throughout the RFP.

- The date specified for the walkthrough, the RFI and the bid due date was agreed upon and would be shifted out based upon any delay from SHPO.
- Mr. McMahon informed the committee that the Invitation to Bid would need to be advertised in The Hartford Courant for two days before it is placed on the Portal Site.
- Mr. Tommasini suggested the breakdown of bid costs were too specific. It was decided to change the wording to: "Non-binding subcontractor preference". Use the names, but not the dollar amounts on the bid form.
- The most important subcontractors for the project will be the window contractor, the sprinkler system and HVAC contractor and the MEP contractor.
- Mr. Neilson suggested moving back the completion date by one month to September 2015.
- Chairman Sangiovanni remarked that the construction language could include keeping Bank Street Lane open to one lane of traffic and to put residual construction material at Bridge Street School.
- Background checks will not be needed on this project because the library will be closed to the public.
- Chairman Sangiovanni said that security cameras could be added to the building after this project.
- Mr. Cloonan asked about liquidated damages, it was decided that \$750 per day would be appropriate.
- Ms. Oakes noted that the final completion date would be listed in the RFP as October 1, 2015.
- Mr. Ireland expressed his concern that listing too many alternates in a bid is a risk. He suggested only four alternates-- #1 Add Alternate: Glass doors and windows in the director's office, #2 Deduct Alternate: Mechanical area grating, #3 Add Alternate Liebert AC Unit, and #4 Add Alternate Masonry Pavers.
- Ms. Ellithorpe said it is better to use add alternates and keep them out of the base bid.
- Mr. Tommasini brought up that the Division 0 is the same on both projects. Use the standard Dept. of Labor documents on both sides.
- Mr. Cloonan brought up the need for automatic fixtures in the new bathrooms to include hand dryers, flushers and faucets. He also noted that we are still waiting for the hazmat document from TRC to be included in the specs.
- Mr. Chafetz will begin preparing a ground breaking ceremony to acknowledge the start of the project. A signed contract and a contractor ready to go would be enough to meet the donor's deadline. A field office trailer with construction fencing would be preferable.
- Ms. Oakes discussed having the wording put into the RFP that the contractor needs to mobilize within 15 calendar days of signing the contract.
- Budget numbers were discussed and it was revealed that the rental the temporary Library at 61 Ffyer Place will be coming out of the project budget.

Invoices

- Ms. Ellithorpe made a motion to approve invoice # 35198 from **Tecton Architects** in the amount of \$9,600.00 for 59% completion of Construction Documents for the KML ADA project. Mr. Goff seconded, all in favor. Motion passed unanimously.
- Ms. Ellithorpe made a motion to approve invoice #14-1267 from **Silver Petrucelli** in the amount of \$726.00 for 66% completion of Construction Administration for the Middle School Roof project. Mr. Goff seconded, all in favor. Motion passed unanimously.
- Mr. Goff made a motion to approve invoice #14-1275 from **Silver Petrucelli** in the amount of \$2,850.00 for 5% Construction Documents for the KML HVAC project. Ms. Ellithorpe seconded, all in favor. Motion passed unanimously.
- Ms. Ellithorpe made a motion to approve an invoice from **Capital Architects** in the amount of \$1,825.00 for the change in roof pitch. The motion was approved, **pending** approval by Mr. Flanders and the completion of the punch list. Mr. Goff seconded, all in favor. Motion passed unanimously.
- Ms. Ellithorpe made a motion to approve Application for Payment #2 from **Quality Roofing** in the amount of \$22,959.60 for work done at the Suffield Middle School Roof Phase 4 Project. Mr. Goff seconded, all in favor. Motion passed unanimously.
- Mr. Goff made a motion to approve invoice #01814 from Commercial Roofing in the amount of \$115,900. For work completed at the Suffield Middle School Roof Project Phase 5. Ms. Ellithorpe seconded, all in favor. Motion passed unanimously.

Other business

- Chairman Sangiovanni requested that Angela Cahill be in attendance at the next PBC meeting to discuss the breakdown of fees for Fletcher Thompson's work at the Town Hall Renovation Project.

Next Meeting Date The next meeting of the PBC was not set.

Adjourn There was a motion made and seconded to adjourn at 9:40 p.m.

Submitted by
Linda Zaffetti

Joseph J. Sangiovanni, Chairman of the PBC